



NSSC SBIR STTR Transition Communication Plan

Overview: The Communication Plan is a tool which is used for planning, tracking and monitoring project communications.

Communicating Team: SBIR STTR Transition Team

Communication (Title)	Stakeholder Group (Audience)	Objectives	Channel	Approver	Action	Timing
GRC Assistance/ GRC- Karin Huth	NSSC SBIR Procurement Office	Transition of Program Information to NSSC Personnel	Telecon and Face to Face	Nick Etheridge, Monique Sullivan, GRC Procurement Officer	Karin Huth, Vince Andres, Janet Kovac	As required
SBIR Weekly Telecon	SBIR STTR Program Managers, COTR(s), Program Administrators	Discussion of SBIR STTR Program issues	Telecon	Nick Etheridge, Monique Sullivan	Karin Huth, Vince Andres, Janet Kovac	Weekly, Tuesdays 8:30 AM CST
SBIR Monthly VITS *	SBIR STTR Program Managers, COTR(s), Program Administrators	Discussion of SBIR STTR Program issues	VITS	Nick Etheridge, Monique Sullivan	Karin Huth, Vince Andres, Janet Kovac	Monthly
SBIR Conference**	SBIR STTR Program Managers, COTR(s), Program Administrators, Mission Directorate Reps, Sub-topic Managers, Program Operation Managers, Center Liaison Reps	Identify and plan major areas to be transitioned to the NSSC	Face to Face	NSSC Transition Team, HQ Transition Review Team	Karin Huth, Vince Andres, Janet Kovac	May-06 December-06
SBIR STTR Transition Plan	SBIR STTR Program Managers, COTR(s), Program Administrators, Mission Directorate Reps, Sub-topic Managers, Program Operation Managers, Center Liaison Reps	Identify and plan major areas to be transitioned to the NSSC	Webpage, Email	NSSC Transition Team, HQ Transition Review Team	Karin Huth, Vince Andres, Janet Kovac	August 4, 2006
Communication Plan (Attachment to Transition Plan)	SBIR STTR Program Managers, COTR(s), Program Administrators, Center Liaison Reps, Mission Directorate Reps.	Maintain open communication with the stakeholders	VITS, Telecon, Webpage, Email	NSSC Transition Team, HQ Transition Review Team	Karin Huth, Vince Andres, Janet Kovac	June 23, 2006
Project Plan (Attachment to Transition Plan)	SBIR STTR Program Managers, COTR(s), Program Administrators, Center Liaison, Mission Directorate Reps.	Project timeline and resources to complete transition	Webpage, Email	NSSC Transition Team, HQ Transition Review Team	Karin Huth, Vince Andres, Janet Kovac	June 15, 2006
Transition Status Wave 1	GSFC, ARC DFRC and SSC (Wave 1 Centers)	Communicate with PR initiators, procurement personnel, et al, to discuss status of SBIR & STTR award and administration	Face to Face, VITS	Nick Etheridge, Monique Sullivan	Karin Huth, Vince Andres, Janet Kovac	June 6, 2006
SBIR STTR Process Customer Review	SBIR STTR Program Managers, COTR(s), Program Administrators, Mission Directorate Reps, Sub-topic Managers, Program Operation Managers, Center Liaison Reps	Release documents to NASA SBIR Managers for comment and review	Webpage, Email	Nick Etheridge, Monique Sullivan	Karin Huth, Vince Andres, Janet Kovac	May 15, 2006
SBIR STTR Service Delivery Guide	SBIR STTR Program Managers, COTR(s), Program Administrators, Procurement Managers, Center Liaison Reps	Narrative description of the NSSC process for SBIR STTR award and administration	Webpage, Email	NSSC Transition Team, HQ Transition Review Team	Karin Huth, Vince Andres, Janet Kovac	September 29, 2006
Quick Reference Guide	SBIR STTR Program Managers, COTR(s), Program Administrators, Procurement Managers, Center Liaison Reps	Process flow description of the NSSC procurement award and administration	Webpage, Email	NSSC Transition Team, HQ Transition Review Team	Karin Huth, Vince Andres, Janet Kovac	August 31, 2006
SBIR Operational Readiness Review	NASA ORR Team	Demonstrate NSSC's procurement processes and procedures for award and administration of Agency SBIR & STTR contracts	Face to Face	Carl Ray, Paul Mexcur, Jonathan Root	Karin Huth, Vince Andres, Janet Kovac	October 12, 2006

Communication (Title)	Stakeholder Group (Audience)	Objectives	Channel	Approver	Action	Timing
NSSC News Article about SBIR STTR procurement and contract administration transitioning to the NSSC	SBIR STTR Community	Explain the role of the NSSC in the SBIR STTR procurement process	News Article and posting to SBIR Program website (http://sbir.nasa.gov)	Carl Ray ,Paul Mexcur, Jonathan Root, Karin Huth	Vince Andres, Koby South	October 2, 2006
Instructional letter to accompany all new awards explaining the role of the NSSC in SBIR STTR awards	SBIR STTR Community	Explain methods to be utilized to accomplish the award and administration of SBIR Phase I and Phase II contracts	EHB	Carl Ray, Paul Mexcur, Jonathan Root, Karin Huth	Karin Huth, Vince Andres, Janet Kovac	Award Date
Transition Status Wave 2	GRC, JPL, JSC, KSC, LaRC, MSFC (Wave 2 Centers)	Communicate with PR initiators, procurement personnel, et al, to discuss status of SBIR & STTR award and administration	VITS	Nick Etheridge, Monique Sullivan, Carl Ray ,Paul Mexcur, Jonathan Root, Karin Huth	Karin Huth, Vince Andres, Janet Kovac	June 6, 2007
Post Transition Review & Assessment Feedback	GSFC, ARC DFRC and SSC (Wave 1 Centers)	Communicate with PR initiators, procurement personnel, lessons learned.	VITS	Nick Etheridge, Monique Sullivan	Karin Huth, Vince Andres, Janet Kovac	June 6, 2006
Provide update to Procurement Officers	Procurement Officers Conference	Presentation	Face to Face	Nick Etheridge	Nick Etheridge	As Scheduled
NSSC Transition Team	Vince Andres, Karin Huth, Janet Kovac, Eric Johnsen, Monique Sullivan, Nick Etheridge					
HQ Transition Review Team, HQ Transition Review Team	Carl Ray, Paul Mexcur, Jonathan Root, Karin Huth, Barry Jacobs, Mike Talley, Sumidha Manu					
Transition Support Team	Program Managers, Program Administrators, Center Liaison Representatives, Sub-Topic Managers, COTR(s)					

Notes	Communication (Title)	Location	Participants	Dates
*	SBIR Monthly VITS	Conference Center, SSC	PMO and all NASA Centers	June 16, 2006
	SBIR Monthly VITS	Conference Center, SSC	PMO and all NASA Centers	July 17, 2006
	SBIR Monthly VITS	Conference Center, SSC	PMO and all NASA Centers	August 14, 2006
	SBIR Monthly VITS	Conference Center, SSC	PMO and all NASA Centers	September 20, 2006
	SBIR Monthly VITS	Conference Center, SSC	PMO and all NASA Centers	October 16, 2006
	SBIR Monthly VITS	Conference Center, SSC	PMO and all NASA Centers	November 17, 2006
	SBIR Monthly VITS	Conference Center, SSC	PMO and all NASA Centers	December 8, 2006
**	2006 Spring SBIR/STTR Conference	KY	PMO/NSSC/KSC/GRC	May 15-18, 2006
	Transition Meeting	HQ- GSFC	PMO/NSSC	June 7-9, 2006
	Transition Telecon	Telecon	Center Liaisons	June
	Transition Meeting	SSC	SSC/NSSC	July 25, 2006
	Transition Meeting	NSSC	PMO/NSSC/GRC/REI	August 1, 2006
	Transition Meeting	ARC	ARC/NSSC	August 9-11, 2006